### Setting the Scene For Your Coaching Program

#### Welcome
Welcome to your coaching journey.
This guide will help align our expectations of one another and maximise your benefits from coaching. It:

—Sets the scene
—Gives you a clear picture of what I expect of you and what you can expect of me
—Discusses how we'll work together.

#### Your Scheduled Coaching Sessions
We'll schedule your coaching sessions at regular intervals.
When your scheduled session needs to be altered, please give me as much notice as you are able to give. There may be a time when I need to reschedule, and I'll also give you as much notice as I'm able to give.

If it is necessary to change a coaching session time and, because of insufficient notice an alternative time is not available within the same month, the session may need to be forfeited.

#### Your Goals
I'll be asking you to share with me what you would like the main focus of our coaching to be. You'll also probably want to develop some additional goals as a result of the diagnostic work we do.

Part of my job is to shine the flashlight ahead of you and around you. However you are in charge and my primary job is to respond to what you most want to work on and accomplish.

You'll notice that we focus some of our attention on you, rather than on your goals. This is because we'll be posing the question 'What will you need to be like to achieve that goal?'
I Expect Your Best

A big part of the value of working with me as your coach is that you can accomplish your goals quicker—and part of working with me is that I will sometimes ask a lot of you. My expectation is that you’ll do your best when you’re working on the goals you set.

So you can more easily reach your goals and live an integrated and fulfilled professional and personal life, I need you to be willing to:

- Experiment with fresh approaches and try new things
- Remove the sources of stress in your life
- Get the support you need to handle a problem
- Reconsider some of the assumptions you hold and the decisions you’ve made
- Tell the absolute truth
- Have high personal standards.

Your "Homework"

I almost always ask that you work on your goals and other actions between our sessions. Coaching works through action. I expect you to do your homework to help you achieve your goals.

If I suggest too much homework, tell me. If I don’t suggest enough, tell me.
## Setting the Scene For Your Coaching Program (continued)

<table>
<thead>
<tr>
<th>You Can Expect Confidentiality</th>
<th>Let's now look at what you can expect of me as your coach: Our sessions are completely private and confidential. What you say goes no further than my ears. Often people being coached want to say something private about themselves or share what they most want in life, and I want you to know that our conversations are only between you and me. Occasionally I may request that your manager, or another person from your organisation who introduced you to me, give me some feedback on how they think you’re going with your coaching. That conversation will never breech our confidentiality agreement.</th>
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<tr>
<td>Communications With Your Manager</td>
<td>If it’s your manager who sponsors your coaching, s/he would probably appreciate fairly regular communications from you on how your coaching is progressing and what benefits you’re deriving from coaching. I am relying on you to keep them informed so that they can continue to justify sponsoring your coaching.</td>
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<td>I Will Be Available</td>
<td>I encourage you to telephone or email me between our scheduled sessions if you want to discuss an issue, need advice, have a challenge or want to share a success with me. This time is all a part of your regular coaching program and is included in the retainer that you company pays me.</td>
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I Don't Step Over Much

When I hear a funny tone in your voice, or hear you say something that I don't think is quite it, I'll ask you about your thoughts or feelings. Sometimes it's these moments that offer the chance to resolve something.

If I say anything that upsets you, or doesn't feel right, please talk about it with me. I value truth and expect you to tell me if I've overstepped the mark.

About Our Coaching Sessions

Finally...I'd like you, and I, to derive joy from our sessions. Learning is so much easier when it's an enjoyable process.

Carolyn Stevens

P.S. My clients almost always come to me by referral. If you are getting value from your coaching, please let your business associates know. I appreciate your support with this.